

Phoenix Program
Process Definition – General Ledger

Process	<i>Journal using Control Totals</i>
Process Number	<i>GL – 004</i>

Description of Process

Enter a journal using Control Totals to verify the accuracy and completeness of the journal. Control Totals are located in the Totals panel in the Journal Entry – Base Currency panel group and let you specify the total debits and credits, units, or number of lines to be entered in the journal. As you enter the journal lines, the system displays a running total of the actual debits and credits, units, and lines as well as the difference between the actual amounts and your Control Totals. This feature is *optional* and its use will depend on the complexity of the journal that you are entering. The edit process verifies that the actual amounts entered agree with the Control Totals. If there is a difference, the edit process will indicate that there is an error and the journal will be recycled and must be corrected.

Input to Process

Journal is written up, signed, assigned a number and approved. The journal is then entered into PeopleSoft.

Output of Process

Journal with Control Total information that is ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Entry - Base Currency

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Create identifiers for the journal</u> Enter the Business Unit, the General Ledger Journal ID and the journal date for your particular journal. These three fields represent the key fields for all journals. The date will default to today's date, but can be modified as needed. Also, if you want to make an entry to a previous accounting period, you should use the last day of the period to which you want the journal to post.	Agency
<u>Step 2: Complete information on Header Panel</u> Select the appropriate source from the Source Field drop down box: MAN = Regular Journal GAP = GAAP Only Journal FED = FEDS Only Journal When selecting ACTUALS as your ledger group, the Auto Gen box will be checked and grayed. This means transactions will post to all ledgers in this ledger group.	Agency
<u>Step 3: Enter Control Totals</u> Go to the Totals Panel and enter the total debits and credits, units, or lines.	Agency
<u>Step 4: Enter ChartField information</u> On the Lines Panel you will enter all of your ChartField information. You will enter the Account, Fund, Organization, Program, Sub-Classification, Budget Year, Project/Grant, and Amount for each line in your journal. All fields are required.	Agency
<u>Step 5: Verify Control Totals</u> Go to the Totals Panel and verify that you do not have a difference between your actual totals and control totals. In addition to Control Total balancing, all journals must balance debits and credits by Business Unit, Fund, and Program or the journals will not pass the Edit Process.	Agency
<u>Step 6: Correct any identified errors</u>	Agency
<u>Step 7: Save the journal</u> The journal is now ready to go through Edit, Budget Checking, and Post process in the nightly batch cycle.	Agency

Forms Used with Process (#)

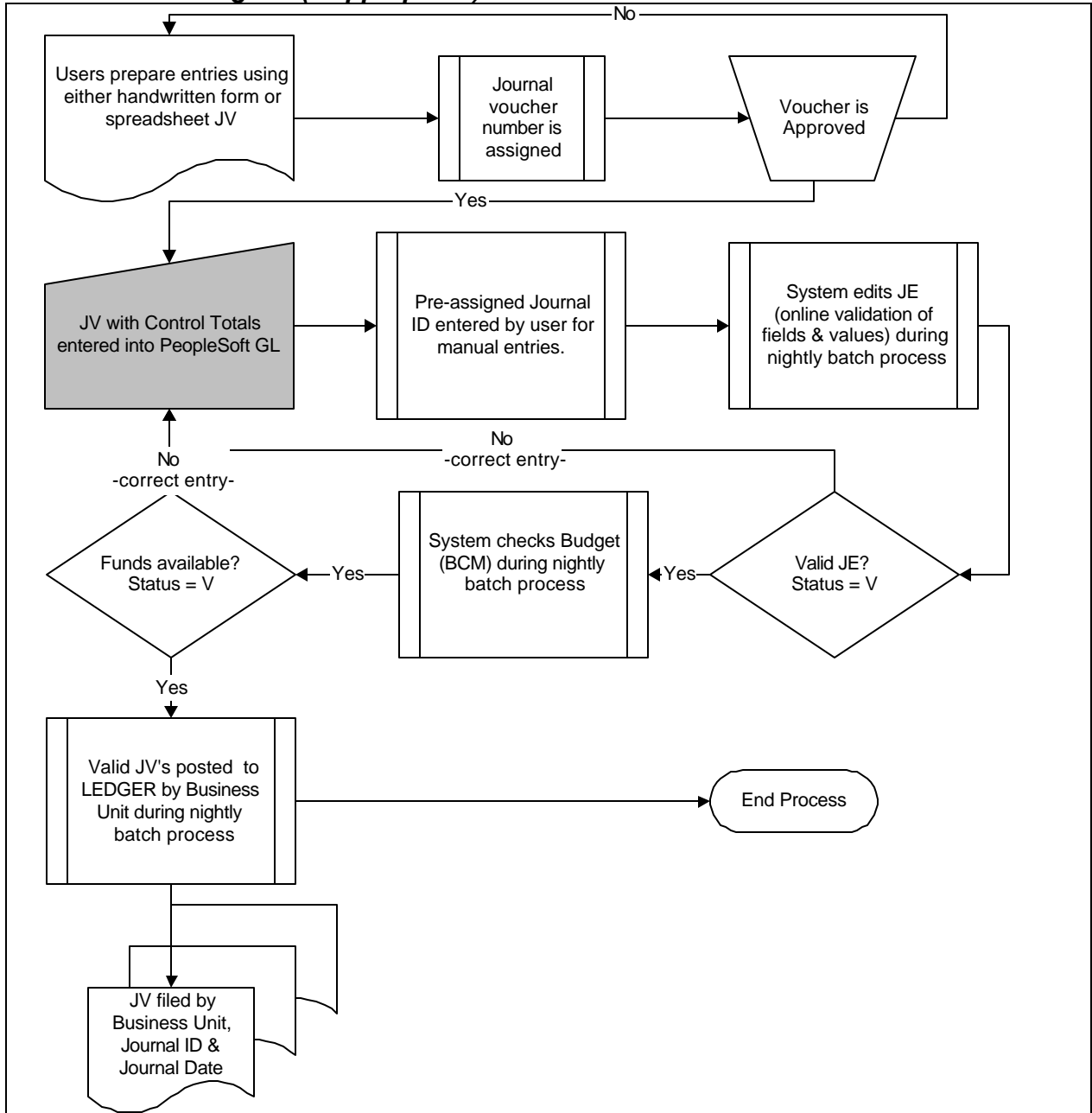
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**Attach sample form(s) [\\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\Journal Processing\JVENTRY.xls](#)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested